

# BLT: Basic Lesson Plan for Technology

Application	Date Completed	Objective	TA TEKS
Fall Semester			
Keyboarding/Word			2abcde 1abc, 2ad, 3a, 5a, 7a, 10b, 11a, 12b
Slide Show			1ab, 2abcd, 3ab, 6ab, 7ab, 8ab, 9b, 10ab, 11ab
Database			1abc, 2ae, 3a, 7b, 11ab, 12b
Spreadsheet			1abc, 2a, 3a, 5a, 6b, 7ab, 8a
Spring Semester*			
Database			1abc, 2ae, 3a, 7b, 11ab, 12b
Spreadsheet			1abc, 2a, 3a, 5a, 6b, 7ab, 8a
Word			2abcde 1abc, 2ad, 3a, 5a, 7a, 10b, 11a, 12b
Multimedia			1ab, 2abcd, 3ab, 6ab, 7ab, 8ab, 9b, 10ab, 11ab
Electives/Other			

Highlighted TA TEKS have been taught through lessons documented on the front of this sheet. Teachers are responsible for covering any remaining TEKS.

## Texas Essential Knowledge and Skills for Technology Applications (Grades K-2)

Foundations	Information Acquisition	Solving Problems	Communication
<p><b>Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.</b></p> <p><b>1A</b> Use technology terminology appropriate to the task.</p> <p><b>1B</b> Start and exit programs as well as create, name, and save files.</p> <p><b>1C</b> Use networking terminology such as on-line, network, or password and access remote equipment on a network such as a printer.</p> <p><b>Uses data input skills appropriate to the task.</b></p> <p><b>2A</b> Use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen.</p> <p><b>2B</b> Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns as grade-level appropriate.</p> <p><b>2C</b> Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate.</p> <p><b>2D</b> Produce documents at the keyboard, proofread, and correct errors.</p> <p><b>2E</b> Use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate.</p> <p><b>Complies with laws and examines issues regarding use of technology in society.</b></p> <p><b>3A</b> Follow acceptable use policies when using computers.</p> <p><b>3B</b> Model respect of intellectual property by not illegally copying software or another individual's electronic work.</p>	<p><b>Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.</b></p> <p><b>4A</b> Apply keyword searches to acquire information.</p> <p><b>4B</b> Select appropriate strategies to navigate and access information for research and resource sharing.</p> <p><b>Acquires electronic information in variety of formats, with appropriate supervision.</b></p> <p><b>5A</b> Acquire information including text, audio, video, and graphics.</p> <p><b>5B</b> Use on-line help.</p> <p><b>Evaluates acquired electronic information.</b></p> <p><b>6A</b> Determine the success of strategies used to acquire electronic information.</p> <p><b>6B</b> Determine usefulness and appropriateness of digital information.</p>	<p><b>Uses appropriate computer-based productivity tools to create and modify solutions to problems.</b></p> <p><b>7A</b> Use software programs with audio, video, and graphics to enhance learning experiences.</p> <p><b>7B</b> Use appropriate software including the use of word processing and multimedia, to express ideas and solve problems.</p> <p><b>Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.</b></p> <p><b>8A</b> Use communication tools to participate in group projects.</p> <p><b>8B</b> Use electronic tools and research skills to build a knowledge base regarding a topic, task, or assignment.</p> <p><b>Uses technology applications to facilitate evaluation of work, both process and product.</b></p> <p><b>9A</b> Use software features, such as on-line help, to evaluate work progress.</p> <p><b>9B</b> Use software features, such as slide show previews, to evaluate final product.</p>	<p><b>Formats digital information for appropriate and effective communication.</b></p> <p><b>10A</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience.</p> <p><b>10B</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays and print material.</p> <p><b>Delivers the product electronically in a variety of media, with appropriate supervision.</b></p> <p><b>11A</b> Publish information in a variety of media including, but not limited to, printed copy or monitor display.</p> <p><b>11B</b> Publish information in a variety of media including, but not limited to, stored files or video.</p> <p><b>Uses technology applications to facilitate evaluation of communication, both process and product.</b></p> <p><b>12A</b> Select representative products to be collected and stored in an electronic evaluation tool.</p> <p><b>12B</b> Evaluate the product for relevance to the assignment or task.</p>



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